



POL031
Equal
Opportunities
Policy



APPROVAL

The signatures below verify that this policy has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Position	Date
Prepared by	Gosia Jakubik	Junior HR Business Partner	31/08/2022
Reviewed by	Andrew Moody	Head of HR	31/08/2022
Approved by	Andrew Moody	Head of HR	31/08/2022

AMENDMENT RECORD

This policy is reviewed to ensure its continuing relevance to the systems and process that it describes.

Revision	Document Reference	Changes Made	Date
0	Whole document	Document reference changed from HR01005 to POL031. Policy reviewed and updated. Document issued at Rev 0.	31/08/2022

The electronic version of this policy is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. Printed version(s) of this document is uncontrolled.

Table of Contents

1	Policy Statement	4
2	The law	4
3	Direct and Indirect Discrimination.....	4
4	Equal Opportunities in employment	5
5	Dignity at work.....	5
6	Training	5
7	Your Responsibilities.....	5
8	Grievances.....	6
9	Owner and review of Policy.....	6
10	Related Documents.....	6

1 Policy Statement

National Car Parks Limited (NCP) is committed to ensuring that the resources and talents of all its colleagues are utilised to the full and that no job applicant or colleague receives less favourable treatment on any grounds.

This Policy sets out our position on equal opportunity in all aspects of employment and provides guidance and encouragement to colleagues at all levels to act fairly and to prevent discrimination on any grounds.

Our aim is to create the conditions whereby colleagues are treated with dignity and respect, based solely on the basis of merit, ability and potential.

2 The Law

It is unlawful to discriminate directly or indirectly in recruitment or employment on grounds of:

- sex,
- gender reassignment,
- pregnancy,
- age,
- race (including colour, nationality, ethnic and national origin)
- part time working,
- trade union activity,
- fixed term working nationality,
- sexual orientation
- religion or belief,
- or because someone is married or is a civil partner.

It is unlawful to treat someone less favourably on grounds of disability than others without that disability are or would be treated, unless the less favourable treatment can be justified, or to fail to make reasonable adjustments to overcome barriers to employment caused by disability.

It is unlawful to discriminate, without justification, on grounds of disability or to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features.

It is unlawful to victimise someone because he or she has alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.

3 Direct and Indirect Discrimination

Direct discrimination is where a person is treated less favourably than another in comparable circumstances on a prohibited ground. An example of direct sex discrimination would be refusing to employ a woman because she was pregnant.

Indirect discrimination Indirect discrimination can happen when there are rules or arrangements that apply to a group of employees or job applicants, but in practice are less fair to a certain protected characteristic. An example of indirect sex discrimination could be requiring everyone to work full time unless there is a good reason, unrelated to sex, as to why the particular job has to be done on a full-time basis, since requiring everyone to work full time will normally adversely affect a higher proportion of women than men.

Harassment is where there is unwanted conduct related to one of the prohibited grounds which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, or is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct.

Failure to make reasonable adjustments is where arrangements disadvantage an individual, because of a disability and reasonable adjustments are not made to overcome the disadvantage.

Victimisation is where someone is treated less favourably than others because he or she has alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.

4 Equal Opportunities in Employment

NCP avoids unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability.

5 Dignity at Work

NCP has a separate policy concerning bullying and harassment on any ground, and how complaints of this type will be dealt with.

Service Users, suppliers and other people not employed by NCP

NCP will not discriminate unlawfully against those using or seeking to use goods, facilities or services provided by the organisation. Colleagues should report any bullying or harassment by service users, suppliers, visitors or others to their Manager who will take appropriate action.

6 Training

Training is available for managers and colleagues in all aspects of equal opportunities at work.

7 Your Responsibilities

Every colleague is required to assist NCP to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Colleagues can be held personally liable as well as, or instead of NCP for any act of unlawful discrimination. Colleagues who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against other colleagues are disciplinary offences and will be dealt with under NCP Disciplinary Policy. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

8 Grievances

If you consider that you may have been unlawfully discriminated against, you may use the NCP grievance procedure to make a complaint. NCP will take any complaint seriously and will seek to resolve any grievance which it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith. Use of the NCP grievance procedure does not affect your right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

9 Owner and review of Policy

This Policy is owned by the Human Resources team and will be reviewed on a regular basis.

10 Related Documents

POL029 Disciplinary Policy
POL033 Grievance Policy
POL036 Investigation Policy
POL037 Learning and Development Policy
POL041 Recruitment Selection Policy